

## Web Lockers at Montrose High School

### Why use my Web Locker:

1. It is a storage location that you can access anywhere you can access the Web. You can also use it as backup storage for your school materials that you may have stored on a flash drive.
2. The student Z:\drives at Montrose High School will be erased over Winter Break 2008-2009. When you come back to school in January 2009, you will still have access to your Z:\drive, but it will be empty. Your Z:\drive is being erased to free space on the server to allow continued access throughout the school year.
3. Your teacher may ask you to turn in homework utilizing your Web Locker.

### To Access:

*mcsd.org*

Web Lockers Access on left side of homepage

Login: *firstname.lastname*

Password: *Pass.Word* (this is case sensitive)

Change your login to your ID number.

(Then you don't have to remember which login you need to use. It will be consistent with your Windows login.)

Change password in both locations to something you can remember.

(It is not a hidden password on the screen, so be cautious of your neighbors)

*Update*

Update your profile with your e-mail address

*Update*

(When you click "Update" it does not change the screen, but it does update)



### To Add a Directory:

*Home*

You can add a directory (folder) for each of your classes

Click *Home Directory for Your Name*

*Click here to add a directory*

Enter a name for a directory

You do not need a description

Make it a **private** folder

*Create Directory*

You can add a directory within a directory as well (e.g. Senior Seminar > Application Materials). Of course, you can upload everything into your Home Directory without adding additional directories; however, this method will make it difficult to retrieve items when they are needed. The use of specific directories is highly recommended.

## To Upload:

Open the directory to which you want to upload

Notice which directory is open before you begin your upload

*Browse* and navigate to the folder you want to upload and click on it

When it appears in the address line, *Upload File*

The uploaded file should appear at the bottom of your locker



## Important Uploading Tips:

- ✓ You CANNOT SAVE to your Web Locker, you must save to a hard drive, flash drive, or Z:\drive. You can then upload to your Web Locker.
- ✓ Office 2003 cannot read Office 2007 documents. If you have Office 2003 at home, you must “save down”. Use the Office Button > Save As > 97-2003 Document. Office 2007 documents have an “x” at the end of the extension (.docx); Office 2003 documents do not have an “x” (.doc).
- ✓ Some characters are not allowed in document names (e.g. – ( )=). If a document is not uploading, check for inappropriate characters.
- ✓ Some types of files (e.g. .exe) are not allowed in Web Lockers.
- ✓ Files bigger than 10 mg cannot be uploaded to your Web Locker.
- ✓ When you open something from your Web Locker, use Save As to save that document to a hard drive, flash drive, or Z:\drive. If you simply save, you could be saving to a temporary internet folder which is difficult to find.
- ✓ Once again, you **cannot save** to your Web Locker! You can only upload to your Web Locker. If you work on something at home, **you must upload** to be able to retrieve that document at school.

## Important to Know:

- ✓ You must have the software at home in order to work on a document at home. If you do not have PowerPoint on your computer at home, you are not going to be able to work on a PowerPoint document at home. Your Web Locker is a storage location; it does not magically make the computer world all compatible.
- ✓ Please remember this is not a personal storage location. The documents you put into your Web Locker can be viewed by Montrose County School District employees. Use this for the storage of your school materials only.
- ✓ The Home Directory will remain in your Web Locker while you are a student at Montrose High School. Your *Get Assignments*, *Turn in Homework*, and *Graded Assignments* directories will change as your classes change . . . at semester. Please make sure you have a copy of all documents in your Home Directory if you want to keep them.
- ✓ See the Training directory on your Web Locker for additional information.
- ✓ When you leave Montrose High School (graduate, go to another school, etc.) your Web Locker will cease to exist. It is important to save any documents you want to keep to your home computer or a flash drive prior to your departure.